

State of California
DUTY STATEMENT

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

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|--|-------------|--|---------------------------------|-----------------------------------|
| | | RPA Control No.# | C&P Analyst Approval | Date |
| Employee Name | | Division Department of State Hospitals | | |
| Position No / Agency-Unit-Class-Serial 487- | | Unit Clinical Laboratory | | |
| Class Title Senior Clinical Laboratory Technologist | | Location Metropolitan State Hospital | | |
| SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | CBID | WORK WEEK GROUP M-F | PAY DIFFERENTIAL | WORKING HOURS 0600-1430 |

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the departmental Pathologist and the Supervising Clinical Laboratory Technologist, he/she performs a full range of clinical laboratory procedures. He/she also demonstrates knowledge of technique, theory, instrumentation and their interrelationships.

| % OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.) |
|-----------------------------|---|
| | <u>ESSENTIAL FUNCTIONS</u> |
| 30% | Responsible for ensuring the laboratory information system "LIS" is up and running efficiently. This would include: Coordinating with the "IT" department and the current lab computer company to make sure the system is performing within specifications. Responsible for entering new staff into the "LIS" system so the designated physician can order lab tests into the "LIS" database. Responsible for making as needed changes into the system such as duplicate lab orders, special comments, etc. Responsible for assisting and helping to train laboratory personnel on the "LIS" computer system. |
| 20% | Responsible for performing technical work in a clinical laboratory. Under the direction of the department pathologist and the supervisory clinical laboratory scientist performs a full range of clinical laboratory procedures. Demonstrates knowledge of technique, theory, instrumentation and their interrelationships. Responsible for the functional supervision of one or more of the following sections at MSH. Chemistry, Hematology, Serology, Microbiology and conducts daily reviews of departmental laboratory reports and oversees quality control. Performs data entries on clinical laboratory auto analyzers. |
| 15% | Performs "bench work" in each section of the clinical laboratory . |
| 10% | Gathers and prepares laboratory specimens, including phlebotomy duties. |

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| | <p><u>ESSENTIAL FUNCTIONS (cont'd)</u></p> <p>10% Reviews and updates laboratory procedures to ensure operational efficiency and maintaining compliance with all applicable licensing and accreditation standards. Coordinates the laboratory's Quality Assurance and Improvement (QA&I) program. Performs and records daily maintenance and calibration of automated laboratory equipment.</p> <p><u>MARGINAL FUNCTIONS</u></p> <p>10% Under the supervision of the supervising clinical laboratory scientist, provides training to the laboratory personnel. Monitors the inventory of lab supplies and assists the supervisor with ordering supplies, materials and equipment. Evaluates and makes recommendations regarding the acquisition and / or upgrade of complex automated laboratory equipment .</p> <p>5% Performs other duties and special projects as assigned consistent with this classification.</p> |
| Other Information | <p><u>SUPERVISION RECEIVED</u></p> <p>Under the general direction of the laboratory supervisor</p> <p><u>SUPERVISION EXERCISED</u></p> <p>N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: The principles and practices of clinical laboratory work including the use and care of laboratory equipment and analyzer maintenance.</p> <p>ABILITY TO: Read tests and be able to recognize normal and abnormal test results, setting up laboratory apparatus, making quick and accurate serological, bacteriologic tests and analyses. Keeping up to date on current literature in the field of laboratory medicine.</p> <p><u>REQUIRED COMPETENCIES</u></p> <p>PHYSICAL The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes ,but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> |

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Preparing, mounting and staining of laboratory specimens.
- Reading tests and recognizing normal and abnormal test results.
- Setting up laboratory apparatus
- Making quick and accurate serological, bacteriological and biochemical tests and analyses.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Provide supervisory consultation / direction in disciplinary matters

LICENSE OR CERTIFICATION

Maintains a current "Clinical Laboratory Scientist" license issued by the state of California.

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position

due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date

